



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Marianne Wiesen

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday November 5, 2014
REGULAR MEETING 7:00 P.M.
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov**

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

Call business meeting to order – 7:00 p.m. by President Simon

Pledge of Allegiance – Led by President Simon

Roll Call – All Present

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

There was one Public Comment Speaker.

President Simon and the other Board Members recognized Director Wiesen.

C. AREA AGENCIES REPORTS / PRESENTATION

1 Sheriff's Office Report

Crime Prevention Specialist Fontenot – Provided the law enforcement report for the month of October. There was discussion between the Crime Prevention Specialist Fontenot and the Board.

2. CHP Report

Officer Thomas – Provided an update of the services to the Town of Discovery Bay. There was discussion between Officer Thomas and the Board.

3. East Contra Costa Fire Protection District Report

Chief Henderson – No Report due to an emergency

4. Supervisor Mary Piepho, District III Report

Alicia Nuchols Scheduler/Office Operations – Provided an update of several projects surrounding Discovery Bay. There was discussion between the General Manager, Lea Castleberry, Deputy Chief of Staff, and the Board.

D. COMMITTEE/LIAISON REPORTS

1. Trans-Plan Report – No Report

2. County Planning Commission Report – No Report

3. Code Enforcement Report – Director Wiesen reported on the Code Enforcement meeting.

4. Special Districts Report** - Director Pease provided a report and reported on the Quarterly meeting of the Contra Costa Special Districts Association meeting dated October 20, 2014.

***These meetings are held Quarterly*

E. PRESENTATIONS

1. Derek McGinnis – Discovery Bay Veteran

Director Graves – Introduced and recognized Discovery Bay Veteran Derek McGinnis.

2. PG&E Presentation on Gas Pipeline Replacement in Discovery Bay

General Manager Howard – Provided details of item E-2.

PG&E Representatives – Provided additional details of item E-2. There was discussion between the PG&E Representatives, the General Manager, the Water and Wastewater Manager, and the Board.

F. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. **Approval of DRAFT minutes of regular meeting dated October 15, 2014**
2. **Approve Register of District Invoices**
3. **Adoption of Ordinance No. 26 - Establish Parking Restrictions at Cornell and Ravenswood Parks and the Discovery Bay Community Center**
4. **District Financial Statement Report for the Period July 1, 2014 to September 30, 2014**
5. **Lift Station "G" Rehabilitation Control Panel Purchase**
6. **Adoption of Resolution 2014-25 Establishing an Administrative Fee Schedule for Water Related Services**

Motion by: Director Pease to approve the Consent Calendar

Second by: Director Wiesen

Vote: Motion Carried – AYES: 5, NOES: 0

G. BUSINESS AND ACTION ITEMS

1. **Award of Contract to Koff and Associates to conduct a Classification and Compensation Study General Manager Howard** – Provided the details of item G-1. There was discussion between the General Manager and the Board.

Motion by: Vice-President Steele to place this project on a future workshop for compensation programs

Second by: Director Wiesen

Vote: Motion Carried – AYES: 5, NOES: 0

2. **Consideration and Possible Action on Maintenance Operations for Zones 9, 35, 57 and 61, Including the Hiring of In-House Staff**

General Manager Howard – Provided the details of item G-2.

Parks and Recreation Manager Perez – Provided additional details of item G-2. There was discussion between the General Manager, the Parks and Recreation Manager, and the Board. There was one Public Comment Speaker.

Motion by: Director Pease to approve maintenance operations for Zones 9, 35, 57 & 61 to be brought in-house; authorize two full time and one seasonal part time Maintenance Worker I/II positions be added to the Authorized Position Schedule; and authorize contract termination letter to be sent to the existing contractor, Odyssey Landscape, effective January 1, 2015.

Second by: Director Graves

Vote: Motion Carried – AYES: 5, NOES: 0

H. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

1. **Final FY 2013-2014 Annual Budget and Fiscal Year 2014-15 and Fiscal Year 2015-16 Operating, Capital and Revenue Budgets**

General Manager Howard – Provided the details of item H-1. There was discussion between the General Manager and the Board. File and receive agenda item H-1.

2. **Community Center Expense Report**

General Manager Howard - Provided the details of item H-2. There was discussion between the General Manager and the Board. File and receive agenda item H-2.

I. PRESIDENT REPORT AND DIRECTORS' COMMENTS

Director Graves – Provided his report and details of the East Contra Costa County Fire Protection District meeting dated November 3, 2014

J. MANAGER'S REPORT – Discussion and Possible Action

1. **Quarterly Update Sub-Committee Parks and Landscaping**

Parks and Recreation Manager – Provided the details of item J-1. There was discussion between the General Manager, the Parks and Recreation Manager, and the Board.

2. **Quarterly Update Sub-Committee Community Center and Recreation**

Parks and Recreation Manager – Provided the details of item J-2. There was discussion between the General Manager, the Parks and Recreation Manager, and the Board.

K. GENERAL MANAGER'S REPORT – Discussion and Possible Action

General Manager Howard – Discussed the date for the Board Workshop. Staff will tentatively set a date.

Water and Wastewater Manager – Provided an update regarding the water reduction within Discovery Bay.

L. DISTRICT LEGAL COUNSEL REPORT

M. COMMITTEE UPDATES – Discussion and Possible Action

N. CORRESPONDENCE – Discussion and Possible Action

1. R – State Route 4 Bypass meeting minutes dated July 17, 2014
2. R - East Contra Costa County Fire Protection District meeting minutes September 8, 2014
3. R – Byron Municipal Advisory Council meeting minutes dated September 18, 2014

O. PUBLIC RECORD REQUESTS RECEIVED

P. FUTURE AGENDA ITEMS

Q. ADJOURNMENT

The meeting adjourned at 9:10 p.m. to the next regular meeting dated November 19, 2014 starting at 7:00 p.m. on 1800 Willow Lake Road.

//cmc – 11-06-14

<http://www.todb.ca.gov/content/agenda-and-minutes/>